



# 1 INTRODUCTION

## INTRODUCTION

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This manual has been adopted by the Holly Springs Town Council to serve as a reference tool for Town Staff, Design Professionals, and anyone who needs to submit a Development Petition or Application for review to obtain a permit or any other development related approval in conjunction with the Town of Holly Springs Unified Development Ordinance (referred to as UDO throughout this Manual). This manual is a compilation of development procedures, policies, and design preferences. It should be used to assist the user with the information regarding the specific review process from submitting a petition/application through obtaining the final determination of your request.

## JURISDICTION

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Any development within the Corporate Limits of the Town of Holly Springs or its Extraterritorial Jurisdiction (ETJ) is required to comply with the UDO and all adopted ordinances, standards, and policies of the Town and the procedures of this Manual. If a proposed development is not within the corporate limits of the Town of Holly Springs or its ETJ, the property owner must submit a Petition for Voluntary Annexation in order for the Town of Holly Springs to consider the development petition.

## WITHDRAWAL OF PETITION/ APPLICATION PRIOR TO DETERMINATION OF OFFICIAL ACTION

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The Petition or Application may be withdrawn from consideration at any point in the review process prior to the determination of official action. However, the fees and cost associated with the Petition or Application will not be refunded.

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## AMENDMENTS

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This manual may be subject to periodic change. Amendments to the Development Procedures and Policies shall require review and consideration by the Town Council through Resolution. Modifications to the Appendices shall be modified by review and consideration by the Administrator of the Unified Development Ordinance.

## OTHER RELATED DOCUMENTS

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This manual is intended to complement the following Town documents that also contain development regulations:

- The Town of Holly Springs Unified Development Ordinance (UDO)
- The Holly Springs Engineering Design and Construction Standards
- Town of Holly Springs Town Code
- Town of Holly Springs Policy Manual

## DEFINITIONS OF TERMS USED IN THIS MANUAL

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Note: If a term is not defined below, the term shall be defined as specified in the Unified Development Ordinance.

**Department Directors:** All of the Directors of the Departments involved in the specific review procedure as specified, or their designee.

**Director:** The Director of the Department of the Primary Processing Department for the specific review procedure or their designee, unless otherwise specified.

**Expected Review Time:** The typical time required to complete the specific review procedure depending upon the completeness of plans submitted, the thoroughness of responses to staff comments, and timely submittal of each set of plans for review.

**Primary Processing Department:** The specified Department responsible for the acceptance and processing of the Development Petition or Application for the specific review procedure. This is the Department from which most of the communication will be handled through regarding distribution of Staff Comments or requests for additional information to complete the review process.

**Staff:** The staff members in the Departments that are involved in the review of the petition/ application for the specific review procedure as indicated.